

WASHINGTON STATE CENTER FOR CHILDHOOD DEAFNESS AND HEARING LOSS

WASHINGTON SCHOOL FOR THE DEAF CAMPUS



Our Agency

CDHL, which operates the Washington School for the Deaf (WSD) and statewide outreach services, is an educational community and statewide resource committed to ensuring all deaf and hard of hearing students in Washington reach their full potential. Our agency offers a variety of services in academic, residential, and outreach programming.

Our Staff

Our employees are more than just workers. They are part of a community, network, and family. Each staff member serves as a role model to students.

We're looking for people that can contribute, grow, think, and dream. We thrive in a culture that embraces diversity and rewards imagination.

Our Students

Our diverse student body is made up of many faces, backgrounds, and personalities. Our goal is to help students who are deaf and hard of hearing learn, grow, and succeed. WSD is an ASL English bilingual educational environment. We support the attainment of literacy in both languages.

WSD Students are:

*Bilingual · Empowered · Successful
for Today and Tomorrow = the BEST!*

Position: **Statewide Outreach Services Coordinator**
Agency: **Washington State Center for Childhood Deafness and Hearing Loss (CDHL)**
Location: **Vancouver, WA and/or other location TBD**
POSTED: **August 2015 for upcoming school year**

Position Responsibilities:

The Outreach Services Coordinator provides coordination related services for the CDHL Statewide Outreach Program. The position supports the agency mission by working with Outreach Directors, consultants, employees and district personnel to ensure timely and efficient coordination of outreach delivery and services.

Duties Include:

- Establish and monitor processes associated with outreach activities to improve timeliness, responsiveness and provide training to staff and consultants as needed.
- Work directly with CDHL business office personnel to arrange for travel, submit and monitor contract requests and collect all necessary documentation for monthly receivable processing, bi-weekly payroll and consultants' payable processes.
- Create and maintain the outreach department's calendar and provide information for website development. May facilitate team meetings and assist with outreach quarterly meetings and annual retreat planning.
- Develop forms and procedures to improve efficiencies and timeliness of all services related to outreach. Monitor service logs and prepare reports to reflect various data points.
- Participate in organizational efforts for the department and seek grants as needed. Assist in development or updating of outreach fee schedules. Participate in budget development.
- Assist with recruitment of outreach positions including document collection, correspondence with candidates and screening. Assist with marketing/branding efforts and create flyers, brochures and letters as needed.
- Act as the agency's Lean coordinator which includes Lean program development and implementation, training and reporting of CDHL's efforts towards continuous improvement.



CDHL

WASHINGTON STATE CENTER FOR CHILDHOOD DEAFNESS AND HEARING LOSS WASHINGTON SCHOOL FOR THE DEAF CAMPUS



Our School

The Washington School for the Deaf (WSD), an ASL English bilingual program, is located near downtown Vancouver, Washington and is just a few miles from Portland, Oregon.

The Portland-Vancouver area offers outdoor enthusiasts and families scenic parks and recreation sites, camping, rivers and lakes, vibrant communities, farmers markets, arts and theatre, shopping, hiking paths, and bike trails.

Benefits include:

- *Medical, dental, and vision*
- *Retirement*
- *Life insurance and disability*
- *Vacation and sick leave*
- *Paid holidays*
- *Deferred Compensation Program*
- *Dependent Care Assistance*
- *Professional development*

*Apply online at
www.careers.wa.gov*

*Human Resources Office
611 Grand Blvd.
Vancouver, WA 98661
human.resources@cdhl.wa.gov
(360) 696-6525 v
(360) 334-5780 vp*

Equal Opportunity Employer

Compensation:

\$3,740 - \$5,160 per month dependent upon qualifications.

This is a union-represented year-round permanent position.

General Qualifications:

- Two year college degree or higher
- At least one year of professional experience assisting with large scale coordination and planning efforts
- Must be able to read and write in English. Ability to communicate proficiently in American Sign Language preferred.
- Willingness to work collaboratively and problem-solve with a diverse team of professionals
- Ability to track, monitor and report data as identified by agency leadership for state & national reporting purposes
- Excellent organizational and communication skills
- Ability to use various MS Office products (Word, Excel, Outlook, PowerPoint, Publisher, etc.) and QuickBooks
- Valid driver's license and willingness to travel for meetings, training and outreach events as needed
- Ability to anticipate potential conflict and willingness to attempt resolution before problems occur. Ability to plan, evaluate, and consult with staff and outside entities to identify problems, explore solutions and alternatives, and recommend resolutions designed to meet the goals and objectives of the CDHL Statewide Outreach program

How to Apply:

Apply online at www.careers.wa.gov. Recruitment open until filled. First application review date scheduled for August 12th.

Special Notes:

The candidate selected for this position will be required to pass a criminal history background check.



CDHL